

**DEPARTMENT OF THE** (Insert Branch of Service Here)  
(Unit or Squadron Letterhead)

(Date)

**MEMORANDUM FOR PASSENGER SERVICE**

**FROM:** (Organization Name)

**SUBJECT:** **CATEGORY IV**; Space-A Unaccompanied Command Sponsored  
Dependents of deployed active duty uniformed services for at least 120 consecutive days.

1. I certify that (Sponsor's Name, Rank, Social Security Number, unit of assignment, unit contact numbers) and his/her dependents listed below are command sponsored.

- a. List Dependents relationship to sponsor, Full Names and Social Security Numbers
- b. List passport numbers here also if traveling to overseas location

2. This policy only applies to command sponsored dependents of active duty sponsors stationed in the OCONUS at their sponsor's permanent duty station (PDS). This policy does not apply to dependents of sponsors assigned to CONUS PDS or Guard/Reserve units regardless of location. This authorization is for one round-trip during the deployment period of the sponsor. Space-A travel is authorized to/from CONUS and OCONUS locations, between CONUS locations, and within/between OCONUS theaters.

3. Command Sponsored Dependents may sign up for Space-A Travel no earlier than 10 days prior to sponsor's deployment. They will remain on the Space-A Register for 60 days or until they reach their destination, whichever occurs first. Command sponsored dependents are eligible to commence travel effective on the first day of the sponsor's deployment.

4. This documentation must be in the dependents' possession during travel. Dependents under the age of 18 must be accompanied by an eligible parent/guardian. I certify the dependents listed above were briefed the following: "Space-A travel program is a privilege (not an entitlement). The military does not guarantee transportation to the final destination or return travel. The military is not responsible for providing lodging, ground transportation, meals or other incidental expenses incurred during Space-A travel if flights are delayed, diverted or cancelled.

Unit/Squadron Commander's  
Signature Block

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